

TCTTL (Twin Cities Table Tennis League)

-- Rules of Operation

Update: 2022May01 by Joe Gervais
(Year, Month, Day)

1. Identification and Purpose

- 1.1 The name of this League shall be the TCTTL (Twin Cities Table Tennis League).
- 1.2 The TCTTL promotes recreational activity for Table Tennis players; to promote and develop interactions among adult table tennis players and “authorized family members” in the Twin Cities area. “Authorized family members” means they meet requirements of TCTTL and parental authorities and League rental contract/insurance regulations.
TCTTL shall have as its purpose, the pursuit of a pastime that is for fun, sport and recreation. All TCTTL activity must be open to all adults in the Twin Cities area and may not base their activities, distinguish, or differentiate based on race, color, creed, religion, national origin, sex, disability, age, marital status, or sexual orientation of individuals.
TCTTL members who do not accept these Rules of Operation will not be accepted for membership nor be allowed to participate nor attend anything associated with TCTTL.
- 1.3 The purpose of TCTTL is:
 - 1.3.1 To provide a regular meeting time and place for TCTTL members interested in table tennis to play table tennis in a regulated area with appropriate equipment; except player must supply their own paddle (that conforms to regulations per USATT rules).
 - 1.3.2 To provide an opportunity for TCTTL Members to get together on a regular basis to exchange ideas and share their interests, knowledge and experience in table tennis.
- 1.4 TCTTL is a non-profit LLC of the State of Minnesota.
- 1.5 Any prior Rules of Operation for the TCTTL are hereby repealed.

2. Membership

- 2.1 General membership eligibility in TCTTL is defined in section 1 above.
- 2.2 All TCTTL members and anyone attending our play facility, must abide by USATT Code of Conduct while involved with any TCTTL activity. Members may be held responsible for their guest's behavior.
- 2.3 Players under the age of 16 may join the league only after approval of the Executive Committee.
- 2.4 TCTTL is a mixed league; and members may have guests attend to observe activities
-- or may join TCTTL, if they qualify pursuant to current League point-handicap limit.

3. Elections of officers

- 3.1 The elected Officers of the TCTTL shall be the President, Vice President, Treasurer and Secretary; in that order of succession/replacement, in case Officers leave any position.
- 3.2 The term of all elected offices shall be one year. The Vice President shall automatically become President, if the President leaves office prior to an annual election. If the elected Vice President is unavailable, the Treasurer shall automatically become Vice President. Any Officers or identified League helpers may handle any monies/fees from TCTTL members—directed to the Treasurer.
- 3.3 Nominations for new Officers shall be presented any time before or at the Annual meeting. Candidates must meet all requirements of TCTTL membership.
- 3.4 Officers shall be nominated before the end of the Annual meeting, elected at the Annual meeting (if a quorum is present) by a simple majority, and shall take office in July.
 - 3.4.1 If a quorum is not present at the Annual meeting, the nominations will be placed on a ballot mailed to members. Provisions shall be made on the ballot for write-in candidates. Ballots shall be returned to the Secretary and counted by an Election Committee.
 - 3.4.2 A simple majority of those ballots returned shall be considered sufficient to elect a nominee.

4. Officers' Duties

- 4.1 President

- 4.1.1 The President shall preside at all League meetings.
- 4.1.2 The President shall make appointments to fill vacancies in elective offices, subject to the approval of the Executive Committee.
- 4.1.3 The President shall appoint the chairs of various committees as needed for the purpose of carrying out the League functions and activities.
- 4.1.4 The President shall preside over the Audit Committee and may NOT sign checks in the absence of the Treasurer.
- 4.1.5 All expenditures over \$200.00 require approval of the President and Treasurer.
- 4.2 Vice President
 - 4.2.1 In the absence of the President, or if the President is unable to fulfill the duties of the Office or complete the Term of Office, the Vice President shall assume the duties of the President.
 - 4.2.2 The Vice President shall organize the Annual Meeting / Banquet.
- 4.3 Secretary
 - 4.3.1 The Secretary is responsible for the League correspondence and meeting minutes.
 - 4.3.2 The Secretary shall maintain a roster of the League's membership.
 - 4.3.3 The Secretary shall issue notices for all meetings.
 - 4.3.3.1 Notice shall be made at least 14 days in advance and not more than 28 days in advance of a meeting.
 - 4.3.3.2 Notice may be made by either sending an email to the last known email address of the member, or by postal mail or by telephone. The secretary shall report at the meeting the method of notice used.
 - 4.3.4 The Secretary shall keep the TCTTL membership notified of Team standings, including:
 - 4.3.4.1 Providing a copy of the membership roster weekly.
 - 4.3.4.2 Providing a list of officers immediately following oath of office in May/June.
 - 4.3.5 The Secretary shall keep a file of the current Rules of Operation and Rules of League.
 - 4.3.6 The Secretary shall publish the league roster, maintain team standings and individual handicaps and shall publish these on a weekly basis. Because of the enormous task load, the **Secretary shall receive an annual fee set by the Exec Committee** for services rendered—usually an amount from 50% to 100% of the REG membership fee.
 - 4.3.7 The Secretary shall provide a web-link to the official USATT rules each year.
- 4.4. Treasurer
 - 4.4.1 The Treasurer shall keep a record of the League's finances and shall report on same when requested.
 - 4.4.2 The Treasurer shall collect dues, subsidies, and other monies accruing to the League.
 - 4.4.3 The Treasurer shall sign checks and shall pay bills upon appropriate presentation of documentation.
 - 4.4.4 The Treasurer shall keep all League funds in the manner approved by the Exec Committee.

5. Committees

- 5.1 Audit Committee shall consist of the current President, and two other League members (except current Treasurer). Their purpose is to review reconciliation of the books and monitor other League financial activities.
- 5.2 The League's Executive Committee shall consist of the four elected officers.
- 5.3 The Operating Committee for each league shall consist of the Executive Committee and the captains of each team on the league.
- 5.4 The Election Committee, Equipment Committee, Most Improved Player Committee and Handicap Committee shall consist of members appointed by the President. The committee chair may choose additional members to assist. The committee chairs shall report the recommendations of their committee to the President.
- 5.5 Each committee shall:
 - 5.5.1 Pass committee rules.
 - 5.5.1.1 The Executive Committee and Operating Committee shall have their permanent rules approved by the members of the League.

- 5.5.1.2 The authority of the Election Committee, Equipment Committee, Most Improved Player Committee, Handicap Committee and any other committee created by the President, is limited to making recommendations to the Executive Committee.
 - 5.5.2 Require a quorum of at least 40% of the members in that committee to conduct business.
 - 5.5.2.1 Committee meetings may be held by electronic mail or by telephone.
 - 5.5.2.2 Any meeting held by electronic mail or by telephone must have at least 75% of the members present or responding to establish a quorum.
 - 5.5.3 A simple majority shall be needed to pass any motions.
 - 5.5.4 Each member is entitled to a single vote.
 - 5.5.5 Voting by proxy is not allowed.
- 6. Meetings
 - 6.1 Meetings shall be held annually and as needed.
 - 6.2 A quorum shall consist of at least 40% of the total membership to conduct business.
 - 6.3 Business shall be conducted in accordance with Robert's Rules of Order (revised) when consistent with the Rules of Operation of this organization.
 - 6.4 A simple majority shall be needed to pass any motions.
 - 6.5 Each member is entitled to a single vote.
 - 6.6 Voting by proxy is not allowed.
- 7. Fiscal Year

The TCTTL fiscal year shall be from Sep 1 to Aug 31.
- 8. Financial Transactions
 - 8.1 All check signers must meet the same requirements as the Treasurer.
 - 8.2 All financial transactions will be monitored by the Audit Committee.
 - 8.3 Members of the Audit Committee may NOT sign checks in the absence of the Treasurer.
 - 8.4 The TCTTL LLC will be listed as a co-owner of all League bank accounts which allow the newest methods for e-transfer of funds.
 - 8.5 Members should not use their position with any TCTTL activity for their personal gain or advantage outside of the TCTTL. For example, seeking a personal discount or preferred treatment for the individual from a vendor simply because of the member's position with the TCTTL. Members also should not give unfair advantage or preferential treatment to a business or a vendor because of a personal relationship the member has with that vendor or business or someone who works for that vendor or business.
 - 8.6 Any member of the TCTTL, who has a related outside business interest must disclose this to the Officers of the TCTTL and receive written permission before any business is considered between the two entities.
- 9. Dues

Dues for the TCTTL shall be payable at the beginning of each league season. The amount of dues collected shall be determined by the Executive Committee.
- 10. Contracts

ALL contracts (written or oral) made by the TCTTL with any person or organization (for example: hiring for repairs or entertainment) must be approved by the TCTTL Exec Committee BEFORE the contract is executed. Contracts must NOT be signed by anyone other than the TCTTL President.
- 11. TCTTL Liaison

A liaison to TCTTL is appointed by the TCTTL Exec Committee. This liaison should be copied on all TCTTL correspondence and minutes. Any requests to the TCTTL Exec Committee should be made through this liaison. The liaison should be contacted for answers to questions on operating procedure or policies.

12. Fund Raisers
All fundraisers (sales or events intended to raise money, for whatever reason) must be approved by the TCTTL Exec Committee before the event is held. The TCTTL members must fill out the appropriate form (which may be obtained from the liaison or from the TCTTL) and submit it to the TCTTL Exec Committee.
13. Property
All property accumulated by the TCTTL is ultimately the property of TCTTL. Should the TCTTL disband, either by choice or by decision of the TCTTL Exec Committee, all property, including remaining balances in bank accounts, equipment, financial books, etc. is to be turned in to the TCTTL Treasurer within 30 days of disbanding.
14. Amendments
 - 14.1 Amendments to these Rules of Operation may be made in the following manner:
 - 14.1.1 A written petition from any active member and read at the annual League meeting before voting on it.
 - 14.1.2 A proposed amendment may be presented and voted on at the annual meeting.
 - 14.2 A simple majority of those voting is sufficient to pass any amendment.
 - 14.4 When an amendment has been approved and incorporated, a copy of the new Rules of Operation will be made available electronically to TCTTL members for their own files.